



HOT JOBS

**Below is a listing of the Current Job Opportunities available through Kelly Services
As of August 2, 2013**

Industrial Opportunities

Assembler - 1 Week Contract Assignment - \$14.00 per hour. Work as part of a team having responsibility for assembling a new piece of equipment at a local Durham hospital. Knowledge of hand tools and the ability to follow written and verbal instructions required.

Machine Operator/Production - Set up, operate, or tend to more than one type of machine in a production/manufacturing environment. Relevant experience required.

Electrical Technician - Assemble, test, and package components and products in accordance with drawings and procedures. Requirements: Electrical background/experience required, climate controlled storage device experience a HUGE plus.

Fork Lift Operator/Material Handler – Responsible for relocating product via fork-lift and/or motorized pallet jack, must be able to lift 25-40 lbs comfortably.

Material Handlers – Must be able to lift up to 50 lbs and have relevant previous work experience, will be responsible for manually relocating product or commodities to and from a production line.

Admin/Clerical Opportunities

General Accounting – Candidate must have 2+ years of experience with any of the following; A/P, A/R, Payroll, Cost Accounting, General Ledger, Bookkeeping and Loan Processing. Mortgage, Real Estate and Legal experience preferred.

Administrative Assistant - Ideal candidate will have minimum of 2 years experience working in an administrative capacity. Must be proficient in Word, Excel, and data entry.

How to apply:

Call or send your resume to us. We look forward to assisting with your job search

One Copley Parkway
Suite 302
Morrisville, NC 27560
Phone: 919-461-9996

Staff Recruiters that are standing by to Assist:

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